

CITY OF MILWAUKIE

CLASSIFICATION: BUILDING INSPECTOR/PLANS EXAMINER

Department: Community Development/Building
Location: Johnson Creek Blvd.

Grade Number: 62
Union: AFSCME

FLSA: Non-Exempt
EEO Category: 5: Paraprofessional

DESCRIPTION:

Reviews plans and specifications and performs on-site inspections of new and existing buildings and structures to enforce conformance to building, grading, zoning laws and approved plans, specifications and standards. Provides information and assistance to customers applying for and obtaining City permits. This position works under the general supervision of the Building Official.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reviews building plans, and inspects permitted construction projects to ensure compliance with applicable codes and approved plans.
2. Acts as building codes technical expert to developers, contractors, in-house staff, and general public. Responds to questions. Proactively advises customers, when possible, to alert them to technical issues/problems.
3. Coordinates with City staff, consultants, engineers, builders, developers, architects, and the public as necessary regarding building plans, inspection results, and code requirements. May attend pre-application and pre-construction meetings.
4. Schedules requests for field inspections and enters inspection results in the permitting system. Coordinates the permitting process with building official, permit technician, planners, engineers, fire inspectors and other agency staff.
5. Performs research and evaluation of codes and ordinances as assigned and recommends improvements. Researches problems and complaints regarding commercial and residential uses and building permits.
6. Aids in the resolution of complex and sensitive customer service issues, either personally, by telephone or in writing.
7. Prepares maintains and stores records, files and logs related to permit issuance and inspections; prepares documents and plans for archiving.
8. Processes permit applications by accepting the application, checking the applications and plans submitted for accuracy and completeness, receipting application in, calculating fees, receives payment, routing to appropriate review staff, preparing permits for issuance, and issues all types of permits. Assures that policies and procedures are followed in the receipt, routing and processing of permit applications.
9. Issues stop work orders, and takes other appropriate action as authorized by the Building Official, where construction is not permitted or contravenes issued permits or applicable codes.
10. Prepares correspondence and notices regarding conformance to codes and ordinances, responding to contractors, engineers, and others, or provides information regarding code changes.
11. Collaborates with Planning, Engineering and Public Works staff to identify and resolve problems in the development review, plan review and inspection processes.
12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
14. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

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1. **Job Preparation:**
 - a) **Education:**
 - i) High School diploma plus equivalent to graduation from an accredited two-year college or university with coursework in building trades, construction management, community development, engineering, architecture or related field;
 - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Minimum of four (4) years inspection, plan review or relevant construction related work experience,
 - ii) Experience in large scale projects is highly desirable
 - iii) Any equivalent combination of education and experience.
 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of practices, principles and procedures of the Oregon Structural, Mechanical and Plumbing Specialty Codes, and other codes and ordinances applicable to area of assignment.
 - ii) Knowledge of building construction materials and methods, engineering principles, construction phases, and their relationship to an enforcement program.
 - iii) Ability to communicate effectively both orally and in writing, regarding complex technical issues, permitting issues, and general questions from the public.
 - iv) Ability to interpret technical information.
 - v) Ability to manage multiple projects often within tight timeframes.
 - vi) Ability to create documents in Word, Excel, Access and other job specific operating systems.
 - vii) Ability to operate permitting software both in the office and in the field.
 - viii) Ability to establish and maintain effective working relationships.
 - ix) Ability to work as a team member and to cultivate a team climate.
 - x) Ability to perform the essential functions of the job.
3. **Special Requirements:**
 - a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
 - b) Must be able to pass the department's security clearance standards including review of driving record.
 - c) Oregon Inspector Certification
 - d) State of Oregon Certification as an "A" level Plans Examiner/ Fire-Life Safety
 - e) State of Oregon Certification as an "A" level Structural & Mechanical Inspector
 - f) 1 and 2 Family Dwelling Plans Examiner
 - g) 1 and 2 Family Structural Inspector
 - h) 1 and 2 Family Dwelling Mechanical Inspector
 - i) Manufactured Dwelling Installation Inspector

Desired:

 - a) State of Oregon Certification as an "A" level Plumbing Inspector
 - b) 1 and 2 Family Dwelling Plumbing Inspector
4. **Tools and Equipment Used:**
 - a) Computer, IPAD, and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.
5. **Supervision:**
 - a) This position does not provide supervision to any other staff.
 - b) Operates under the general direction and supervision of the Building Official.

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6. **Communications:**

- a) Position requires frequent amount of communication with City residents, other departments within the City, vendors, other government entities, professional service firms, media, and contractors.
- b) Communication is moderately complex and may be confidential.
- c) Needs to provide outstanding customer service to both internal and external customers.

7. **Cognitive Functions:**

- a) Work is performed with moderate to high level of independence using established and known procedures with some latitude.
- b) Problems needing resolution are moderately difficult with precedent available.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed with a moderate degree of temperature extremes, dirty or otherwise disagreeable conditions. Employee may be exposed to physical risk from construction site equipment and construction in progress.
- b) Travel is required to inspection sites.
- c) Work is performed in office settings with extensive computer workstation inflexibility in order to input and retrieve information from the computer system. Employee is frequently required to stand at a counter to assist customers.

9. **Resource Accountability:**

- a) This classification may make budgetary recommendations and is partially accountable for compliance issues.
- b) Persons in this classification have a slight impact on a modest resource amount.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 08/24/16
Revised 9/13/17; title change